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C - O - P - Y

Rec. Mgt 4-4

TO : Chief, Physical Security Division/50

DATE: 18 July 1955

FROM : Chief, Records Management Staff/MS

SUBJECT: Destruction of Classified Documents

1. Regulation [] paragraph B(3) requires that the 25X1
destruction of secret and confidential documents, not registered,
"be recorded in the appropriate logs." However, proposed
25X1 Regulation [] which rescinds this paragraph, requires no
logging of the destruction of this type material.

2. In view of the proposed rescission, and since such a
requirement would be extremely detrimental to the Agency Records
Management Program it is requested that your office concur in the
destruction, without logging, of secret and confidential documents.

/s/

[]

25X1

CONCURRENCE:

*/s/ **

[]

Chief, Physical Security Division/50

* Proposed Regulation [] does not rescind the requirement 25X1
of logging. An exception to the requirement, however, is
being granted by this memo providing that a record of material
destroyed is maintained by category of material, file names,
subject or other means of identifying, by general description,
the nature and kind of material destroyed.

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19 July 1955

25X1

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